

Instructions for Graduation Rates - 2-year institutions

Period of Report

The majority of this report requests data on a cohort of full-time, first-time degree/certificate-seeking undergraduates enrolled in your institution either (1) as of October 15, 1999 or (2) during the period between September 1, 1999 and August 31, 2000. Institutions are to report the status of these students as of August 31, 2002. Note that Section V requests data for the period between September 1, 2001 and August 31, 2002.

Screening Questions 1-2:

Please read these questions carefully. Your responses will determine whether or not you need to complete the survey and which sections you should complete. The data collection system will use your answers to these questions to determine which screens for data entry will follow.

1. If your institution offered athletically-related aid to students in academic year 2001-2002, you must complete Section V, Students Receiving Athletically-Related Student Aid.
2. If your institution offered athletically-related aid to students in academic year 1999-2000, you must complete Section VI. Indicate the sports for which athletically-related student aid was offered.

Cohort Identification

The method used to establish the cohort reported on this survey has been predetermined by your institution's response to the predominant calendar system question (D1) on the Institutional Characteristics survey component of the IPEDS Fall 2002 Data Collection, according to the following rules:

- Institutions that offer a predominant number of programs based on **standard academic terms** (semesters, trimesters, quarters, or 4-1-4 plan) will report using a **fall cohort** of students. Institutions may use a census date of October 15, 1999, or the end of the institution's drop-add period, or another official fall reporting date to determine the cohort. This should be the same reporting date established for your IPEDS Fall Enrollment report.
- Institutions that do not offer a predominant number of programs based on standard academic terms (as defined above) will report using a **full-year cohort**. These institutions must count as entering students all those students who entered the institution between September 1, 1999 and August 31, 2000, and who were enrolled for at least 15 days in a program of up to, and including, one year in length, or 30 days in a program of greater than one year in length.

Who to Include in the Cohort

Include all full-time, first-time degree/certificate-seeking undergraduate students entering the institution either during the fall term or during the 12-month period as described above.

Students must be enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those enrolled in off-campus centers and those enrolled in distance learning/home study programs.

Be sure to include full-time students taking remedial courses if the student is considered degree-seeking for the purpose of student financial aid determination.

A student who is designated as a member of the 1999 cohort remains in the 1999 cohort, even if the student:

- Becomes a part-time student.
- Transfers to another institution.
- Drops out of the institution.
- Stops out of the institution.
- Has not fulfilled the institution's requirements to receive a degree or certificate.

Who to Exclude from the Cohort

DO NOT include students in the cohort who are:

- Enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program (i.e., nondegree seeking).
- Taking CEUs unless they are also enrolled full time in courses creditable toward a degree or other formal award.
- Exclusively auditing classes.
- Studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
- In any branch campus located in a foreign country.
- Part time.
- Transfers into the institution.

Categorization of Students

The Glossary provides detailed definitions of specific terms and should be used to define students in the initial cohort. The Glossary should also be used to identify completers and transfer-out students.

Length of Program

The Glossary also provides detailed definitions of programs of less than 2 years and programs of at least 2 years but less than 4 years. Use the definitions to determine where to report completers.

General Instructions for Students Receiving Athletically-Related Student Aid

Sections V and VI are to be completed by any institution that participates in any Federal student financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended, and awards athletically-related student aid.

The sports specified are as defined in 34 CFR Section 668.41 of the Student Assistance General Provisions.

Report separately for the following sports: (1) Football; (2) Basketball; (3) Baseball; (4) Cross-country and track combined; and (5) All other sports combined.

If a student receives athletically-related student aid for MORE THAN ONE SPORT, count that student only ONCE. Count the student using the following sports hierarchy: football; basketball; baseball; cross-country and track combined; and all other sports combined. For example, if a student receives athletically-related aid for playing football and baseball, provide information for this student only under the sport of football.

Reporting Students by Racial/Ethnic Category and Gender

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution, provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

Assignment to categories - For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible noncitizens. (See definitions below.)

Racial/ethnic descriptions - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Black, non-Hispanic** – A person having origins in any of the black racial groups of Africa (except those

of Hispanic origin).

- **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** – A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).

Other descriptive categories:

- **Nonresident alien** – A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE: Nonresident aliens are to be reported separately, in the rows provided, rather than in any of the five racial/ethnic categories described above. Resident aliens and other eligible (for financial aid purposes) noncitizens who are not citizens or nationals of the United States and who have been lawfully admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival - Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race/ethnicity unknown** – This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

Confidentiality of Data

The confidentiality of individuals will be preserved in accordance with Title V, Section 501(a) of the Education Amendments of 1974 (P.L. 93-380) which amends Part A of the General Education Provisions Act by adding at the end thereof a new Section 406 specifically referring to NCES. Section (d)(2) of the Act is cited below:

"The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the Federal Government."

The Freedom of Information Act requires that data retained by the Federal Government must be made available to the public so long as the rights to privacy of individuals are not violated. When requested, data collected in this survey will be made available to the public in the form of diskettes or via Internet. The database will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.

Privacy Issues with Disclosure

Before using the worksheets for disclosure, please consider the following:

The Family Educational Rights and Privacy Act of 1974 as amended (1998) (FERPA) requires that institutions not disclose information where students could be identified.

The disclosure guidelines cited in 34 CFR Section 668.49 (a)(3) of the Student Assistance General Provisions say that if a category within an athletic subcohort contains five or fewer students, the institution need not disclose information on that category of students.

NCES will not release data cells containing fewer than three individuals.

Screening Questions 3-5:

3. If the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution, you must report transfer-out data if your institution has information on students who transfer out.

4. Indicate if your institution offers programs of 3 or 3-1/2 years or longer.

5. The method used to establish the cohort reported on this survey has been predetermined by your institution's response to the predominant calendar system question (D1) on the Institutional Characteristics survey component of the IPEDS Fall 2002 Data Collection, according to the following rules:

- a. Institutions that offer a predominant number of programs based on **standard academic terms** (semesters, trimesters, quarters, or 4-1-4 plan) will report using a **fall cohort** of students. Institutions may use a census date of October 15, 1999, or the end of the institution's drop-add period, or another official fall reporting date to determine the cohort. This should be the same reporting date established for your IPEDS Fall Enrollment report.
- b. Institutions that do not offer a predominant number of programs based on standard academic terms (as defined above) will report using a **full-year cohort**. These institutions must count as entering students all those students who entered the institution between September 1, 1999 and August 31, 2000, and who were enrolled for at least 15 days in a program of up to, and including, one year in length, or 30 days in a program of greater than one year in length.

Section III – Full-Time, First-Time Degree/certificate-seeking Students, Completers within 150% of Normal Time

Report each student only once.

Report the status of the 1999 cohort of degree/certificate-seeking students **as of August 31, 2002** in terms of the number of completers within 150% of normal time to award, by length of program completed. Report all students by race/ethnicity and gender.

Report only for full-time, first-time degree/certificate-seeking students. DO NOT include students who transferred into your institution.

Count completers only once and indicate the highest degree level attained.

SPECIAL NOTE: In order to resolve a potential conflict between transfers out and the mission of particular programs to prepare students for transfer to other institutions, institutions may count as completers those students who have successfully completed a transfer-preparatory program.

Transfer-preparatory program is defined in 34 CFR Student Assistance General Provisions, Section 668.8(b)(1)(ii) as "the successful completion of at least a 2-year program that is acceptable for full credit toward a bachelor's degree and qualifies a student for admission into the third year of a bachelor's degree program." The Secretary considers this the equivalent of an associate's degree. Similarly, institutions may count as completers, those students who have successfully completed the first three years of a 3-2 program and are eligible to enter another institution to complete the program. The student receives full credit toward a 5-year bachelor's degree and qualifies the student for admission into the fourth year of a 5-year bachelor's degree program.

****SPECIAL INSTRUCTIONS FOR INSTITUTIONS WITH 3-YEAR AND LONGER PROGRAMS****

Institutions with 3-year and longer programs are to report on the same cohort of students that is being reported by the traditional 2-year institutions. Section III, column 47 requests the number of students still enrolled in 3-year and longer programs. Be sure to complete the information requested in this item. NCES will also request that institutions with 3-year and longer programs report data and calculate a graduation rate after 5-1/4 years. A special supplementary form will be used in Spring 2006 to collect this information on your 1999 cohort.

Initial Cohort - If you are reporting on a fall cohort, the information you reported on line 01 of your 1999 IPEDS Fall Enrollment report will be preloaded in this column. If you did not respond to that survey, or if you are reporting on a full-year cohort, the column will be blank.

Revised Cohort (10) – Please review the data in the initial cohort column, and make any necessary corrections for omissions or double counting in the revised cohort column. Enter the data according to student race/ethnicity and gender. If your data do not appear in the initial cohort column, please provide the enrollment data as requested in the revised cohort column.

Completers within 150% of Normal Time (11A, 12A)

In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of normal program time. See Glossary for definition of normal time to completion. Do not count as completers students who get their degree from another institution.

Completed <2-yr within 150% (11A) - Enter the number of students who completed programs of less than 2 years within 150% of normal time. For example, a student who completed a 6-month (or equivalent) program in 9 months or less would be reported on 11A; those taking longer would not be reported.

Completed 2<4 yr within 150% (12A) - Indicate the number of students who completed programs of at least 2 years but less than 4 years within 150% of normal time to completion of their program. For example, a student who completed a 3-year program in 4-1/2 years or less should be reported on 12A.

Total completers within 150% (29A) - This column is the sum of the previous two columns, and is calculated by the data collection system.

Section III – Full-Time, First-Time Degree/certificate-seeking Students , Transfers/Exclusions

Report each student only once.

Report the status of the 1999 cohort of full-time, first-time degree/certificate-seeking students **as of August 31, 2002** in terms of the number of transfer-out students (non-completers), exclusions to the cohort, and students still enrolled in programs of 3 years or longer. Report all students by race/ethnicity and gender.

Report only for full-time, first-time degree/certificate-seeking students. DO NOT include students who transferred into your institution.

Revised Cohort (10) – These are the data as reported in Section III, page 1.

Total completers within 150% (29A) - These are the data as reported in Section III page 1.

Total transfer-out students (non-completers) (30) - If you indicated in Screening Question #3 that the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution, report the total number of students who transferred out of your institution (without a degree/award) within 150% of normal time to completion. Include students who transferred out of your institution and subsequently re-enrolled. If you indicated No to Screening Question #3, you may report transfer-out data if you wish.

Total exclusions (45)- Indicate the total number of students who left your institution (and have neither graduated nor transferred to another institution) because of one of the following documented reasons:

- a. The student is deceased or is totally and permanently disabled and thus unable to return to school.
- b. The student left school to serve in the armed forces. (DO NOT include students already in the military who transfer to another duty station.)
- c. The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
- d. The student left school to serve on an official church mission.

NOTE: Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2002, may be subtracted from the cohort during the calculation of graduation rates.

Non-completers still enrolled and non-completers not enrolled (49) - This column is generated by the calculation of Col 10 - (Col 29A + Col 30 + Col 45).

Still enrolled in programs of 3 years or longer (47) - Of the non-completers reported in Col 49, indicate the number of students who are still enrolled in programs of 3 years or longer.

Section V – Total Number of Students Receiving Athletically-Related Student Aid (2001-2002)

General Instructions for Students Receiving Athletically-Related Student Aid

This section is to be completed by any institution that participates in any Federal student financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended, and awards athletically-related student aid.

The sports specified are as defined in 34 CFR Section 668.41 of the Student Assistance General Provisions.

Report separately for the following sports: (1) Football; (2) Basketball; (3) Baseball; (4) Cross-country and track combined; and (5) All other sports combined.

If a student receives athletically-related student aid for MORE THAN ONE SPORT, count that student only ONCE. Count the student using the following sports hierarchy: football; basketball; baseball; cross-country and track combined; and all other sports combined. For example, if a student receives athletically-related aid for playing football and baseball, provide information for this student only under the sport of football.

Report each student only once.

Students receiving athletically-related student aid by sport (52–56) – Report by sport the number of full-time degree/certificate-seeking undergraduate students who received athletically-related student aid at any time during the 2001-2002 academic year. Categorize students by race/ethnicity and gender. If a student received athletically-related aid for more than ONE SPORT, count that student only ONCE. These numbers should account for all full-time, degree/ certificate-seeking undergraduate students receiving athletically-related student aid.

Total students receiving athletically-related student aid (51) - This column is the sum of the 5 sport columns, and is generated for you by the data collection system.

Section VI – Students Receiving Athletically-Related Student Aid for Specified Sports, Completers within 150% of Normal Time

Based on information provided in Screening Question #2, this section of the Graduation Rate survey is customized specifically for your institution. Screens are provided for only those sports for which your institution offered athletically-related student aid in academic year 1999-2000. Report data separately for each athletic subcohort. Report only for students in the 1999 cohort. Report each student only once.

Section VI athletic subcohorts are a subset of the cohort you reported in Section III, revised cohort (10). These subcohorts consist of all full-time, first-time degree/certificate-seeking students receiving athletically-related student aid. Categorized by race/ethnicity and sex, subcohorts are further divided by sport.

Students receiving athletically-related student aid are defined in the Student Right-to-Know

regulations (Section 668.49(a)(1)(iv)) as those entering students (full-time, first-time degree-seeking undergraduates) who receive athletically-related student aid for any period of time during their entering year. EXCLUDE first-time students who do not meet or partially meet the qualifications for athletic aid (nonqualifiers and partial qualifiers).

EXCLUDE students receiving athletically-related student aid who transfer into a sports program from another institution. This survey DOES NOT collect information on transfer-in students.

General Instructions for Students Receiving Athletically-Related Student Aid

This section is to be completed by any institution that participates in any Federal student financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended, and awards athletically-related student aid.

The sports specified are as defined in 34 CFR Section 668.41 of the Student Assistance General Provisions.

Report separately for the following sports: (1) Football; (2) Basketball; (3) Baseball; (4) Cross-country and track combined; and (5) All other sports combined.

If a student receives athletically-related student aid for MORE THAN ONE SPORT, count that student only ONCE. Count the student using the following sports hierarchy: football; basketball; baseball; cross-country and track combined; and all other sports combined. For example, if a student receives athletically-related aid for playing football and baseball, provide information for this student only under the sport of football.

Report each student only once.

Report the status of the 1999 athletic subcohort of students **as of August 31, 2002** in terms of entering students receiving athletically-related student aid, and the number of completers within 150% of normal time to award, by length of program completed. Report all students by race/ethnicity, gender, and sport.

Report only for full-time, first-time degree/certificate-seeking students receiving athletically-related student aid.

Do not include students receiving athletically-related student aid who transfer into your institution.

Report all data by sport.

Athletic subcohort (60) - Report the number of students from Section III, revised cohort (10) who received athletically-related student aid at any time during their entering year.

Completers within 150% of Normal Time (61A, 62A)

In order to calculate a graduation rate to comply with Student Right-to-Know regulations, institutions can count as completers only those students who received their degree/certificate (or completed a transfer-preparatory program) within 150% of normal program time. See Glossary for definition of normal time to completion. Do not count as completers students who get their degree from another institution.

Completed <2-yr within 150% (61A) - Enter the number of students who completed programs of less than 2 years within 150% of normal time. For example, a student who completed a 6-month (or equivalent) program in 9 months or less would be reported on 61A; those taking longer would not be reported.

Completed 2<4 yr within 150% (62A) - Indicate the number of students who completed programs of at least 2 years but less than 4 years within 150% of normal time to completion of their program. For example, a student who completed a 3-year program in 4-1/2 years or less

should be reported on 62A.

Total completers within 150% (79A) - This column is the sum of the previous two columns, and is calculated by the data collection system.

Section VI – Students Receiving Athletically-Related Student Aid for Specified Sports, Transfers/Exclusions

Report each student only once.

Report the status of the 1999 athletic subcohort of students **as of August 31, 2002** in terms of the number of transfer-out students (non-completers) and exclusions to the cohort. Report all students by race/ethnicity, gender, and sport.

Report only for full-time, first-time degree/certificate-seeking students receiving athletically-related student aid.

Athletic subcohort (60) – These are the data as reported in Section VI, page 1.

Total completers within 150% (79A)- These are the data as reported in Section VI, page 1.

Total transfer-out students (non-completers) (80) - If you indicated in Screening Question #3 that the mission of your institution includes providing substantial preparation for students to enroll in another eligible institution, report the total number of students who transferred out of your institution (without a degree/award) within 150% of normal time to completion. Include students who transferred out of your institution and subsequently re-enrolled. If you indicated No to Screening Question #3, you may report transfer-out data if you wish.

Total exclusions (95) - Indicate the total number of students who left your institution (and have neither graduated nor transferred to another institution) because of one of the following documented reasons:

- The student is deceased or is totally and permanently disabled and thus unable to return to school.
- The student left school to serve in the armed forces. (DO NOT include students already in the military who transfer to another duty station.)
- The student left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps.
- The student left school to serve on an official church mission.

NOTE: Students who leave the institution for one of the reasons noted in b, c, or d above, but return prior to the status date of August 31, 2002, may be subtracted from the subcohort during the calculation of graduation rates.

Non-completers still enrolled and non-completers not enrolled (99) - This column is generated by the calculation of Col 60 - (Col 79A + Col 80 + Col 95).

Calculation of Graduation and Transfer-out Rates, and 4-Year Average Rates

Worksheets

Worksheets calculating the Student Right-To-Know completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking undergraduates for the 1998 student cohort and the 1998 athletic subcohorts are provided as a convenience to the institution.

Worksheets calculating the overall four-year average completion/graduation and transfer-out rates of full-time, first-time degree/certificate-seeking undergraduates for the student cohort and the athletic subcohorts are also provided. Data previously reported by the institution have been preloaded to use in these calculations.

An additional blank worksheet for calculating Student Right-to-Know four-year average

graduation and transfer-out rates by race/ethnicity or other student characteristics for the student cohort and athletic subcohorts is available from the IPEDS website at <http://nces.ed.gov/ipeds/web2000/springdataitems.asp>.

Privacy Issues With Disclosure

Before using the worksheets for disclosure, please consider the following:

The Family Educational Rights and Privacy Act of 1974 as amended (1998) (FERPA) requires that institutions not disclose information where students could be identified.

The disclosure guidelines cited in 34 CFR Section 668.49 (a)(3) of the Student Assistance General Provisions say that if a category within an athletic subcohort contains five or fewer students, the institution need not disclose information on that category of students.

NCES will not release data cells containing fewer than three individuals.